

North Kitsap School District
STUDENT NAME CHANGE REQUEST

1. Student's LEGAL Name – As indicated on a legal document such as a birth certificate, passport, Social Security Card, or other legal name change document issued by a court. (PLEASE PRINT)

Last Name _____ First Name _____ Middle Name _____

For Legal Name Change please provide former full name here: _____

2. Student's PREFERRED Name – The name the student typically uses in day-to-day life and in documents – The name is not printed on legal documents described in #1. (PLEASE PRINT)

Last Name _____ First Name _____ Middle Name _____

3. Which name does the student prefer teachers, students, and other school staff to use? The selected name will appear on school documents (see additional note below).

Legal Name (staff must verify legal document in Office Use)

Preferred Name (must sign below)

If a legal name change has not been granted prior to the student's graduation from high school, the WA State High School Transcript will list BOTH the legal and preferred name for the student, which is required by the state. The diploma may be issued in either name; however, keep in mind that your student could have difficulties in the future when an ID and a diploma or transcript do not match other legal documents.

NO LEGAL DOCUMENT PROVIDED

The District is required to maintain a permanent student record which includes the student's legal name. The District will change a student's official records to reflect a change in legal name upon receipt of:

- Documentation that the student's legal name has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
- A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

By signing below, both you and your student acknowledge the information above and certify that this name change has not been made for fraudulent reasons. **NOTE: No signature required for legal name change**

The student's name will be changed in the North Kitsap School District Student Information System (currently Skyward) effective immediately.

Guardian Signature
(If Student is Under 18)

Student Signature
(If Student is 18 or older)

Date

Date

OFFICE USE

For legal name change - school employee who verified legal document _____

Date Information Entered in SIS _____

By District Employee (name): _____